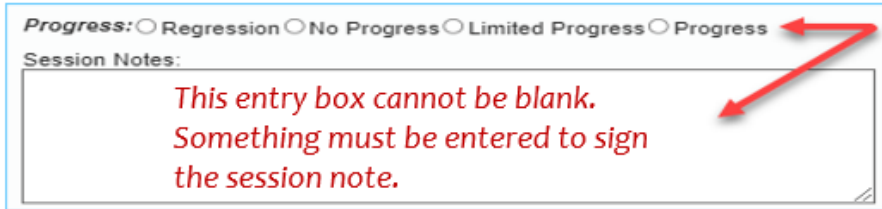
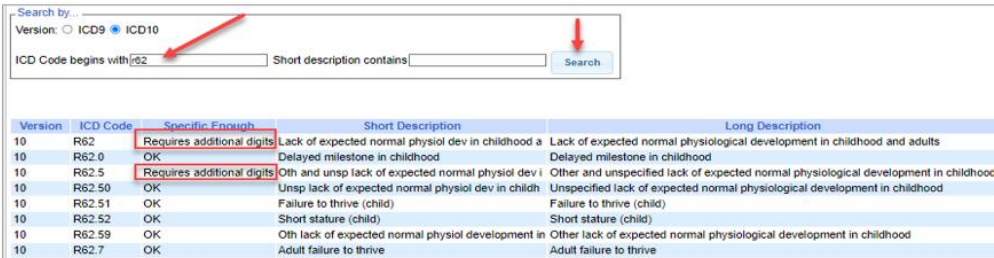


Medicaid Compliant Session Notes Webinar

November 19th, 2025

Questions & Answers

Q	In the session note area with the three options for "Progress" is that a Medicaid Requirement that needs to be filled out by the therapist?
A	As per Medicaid Q&A #25, a brief description of the student's progress during the session must be documented. In addition to the brief description, which is required, the service provider also has the option of selecting the Progress radio buttons for Regression, No Progress, Limited Progress, and Progress. Selecting the child's Progress using the radio buttons cannot be used as a substitute for entering the brief description for the session. You will not be able to sign a session note with a blank description box. 
Q	Therapists should be aware that some counties have a set contemporaneous time period for signing session notes.
A	While Medicaid does not define "contemporaneous" for individual service providers, the county a provider works in may have defined a contemporaneous time period that they require their providers to sign their notes within. If you are unsure if your county has a set period of time, please reach out to them to clarify so that you are meeting the county's expectations for contemporaneous documentation. If your county does not have a set time period, please note that Medicaid does state that notes should be signed "as close to the conclusion of the session as practicable" per Medicaid Q&A #100. We recommend signing notes daily or weekly if possible. *Please note that Medicaid does define contemporaneous for supervising clinicians. Supervisors must so-sign notes within 45-days of the date of service (per Medicaid Q&A #25).
	FREQUENTLY ASKED QUESTIONS
Q	What if the ICD code on the prescription is not a billable code?
A	If the ICD code listed on the prescription cannot be used on the session note because it is not a billable code, you can select a more specific code from within that family of codes to use on the session note. To look at the codes within that code family you can use the ICD code lookup in the Portal. Go to Lookup > ICD code Lookup, Enter the Code in the ICD Code begins with box and click Search. Codes with "OK" next to them are billable codes that can be used on the session note. 

Q	Do I need to include an address in my service location?				
A	You should be as specific as possible when using the location field to define the setting of the service. Best practice is to include the <i>name and address</i> of the facility/building where the service took place. If the session took place at the child's home, then the setting should be "home," and the location should be the address of the child's home (address listed on the IEP). Below is an example of a Medicaid compliant service location. <table border="1"> <tr> <th>Setting</th><th>Location</th></tr> <tr> <td>Therapy Room</td><td>ABC Preschool: 123 Main Street Schenectady, NY</td></tr> </table>	Setting	Location	Therapy Room	ABC Preschool: 123 Main Street Schenectady, NY
Setting	Location				
Therapy Room	ABC Preschool: 123 Main Street Schenectady, NY				
Q	What do I need in my signature to make it Medicaid compliant?				
A	Your signature needs to have your name (first and last), title and credentials (e.g. Jane Doe, MA, SLP CCC OR John Doe, OTR)				
Q	I am receiving a billing error for a pending service location; how can I resolve this?				
A	This error means that notes on your voucher contain one or more locations that have not been reviewed and approved by the McGuinness Medicaid team. When you see this error, all you need to do is send an email to medicaid@cpseportal.com and let us know what county you are in and that you have some pending service locations. You do not need to give us any ESIDs or Child numbers. Please do not give us any children's names. **Please note – do NOT remove the children with this error from your voucher. We can only review pending locations and signatures that are on vouchers**				
Q	I am receiving a billing error for a pending therapist signature; how can I resolve this?				
A	This error means that notes on your voucher contain one or more therapist signatures that have not been reviewed and approved by the McGuinness Medicaid team. When you see this error, all you need to do is send an email to medicaid@cpseportal.com and let us know what county you are in and tell us the names of the therapists whose signatures are pending. You do not need to give us any ESIDs or Child numbers. Please do not give us any children's names. **Please note – do NOT remove the children with this error from your voucher. We can only review pending locations and signatures that are on vouchers**				
Q	I cannot un-sign my note to make a necessary correction, why?				
A	When you need to make a correction to a session note, the child must be removed from the voucher in order for this to happen. If you are unable to un-sign your note, check to see if you have removed the child from the voucher. Once you do this, you should be able to proceed with un-signing and correcting the note. If you are having trouble you can contact support@cpseportal.com for assistance.				